



## **NSGEU STAFF VACANCY DARTMOUTH NS ACCOUNTING CLERK COMPETITION #2022-01**

A full-time vacancy exists for an Accounting Clerk.

### **Duties:**

The Accounting Clerk is responsible for processing all invoices and preparing cheques maintaining clear and concise accounting records (assigned reconciliations and tracking). Duties include processing of accounts payable cheques, balance of all invoices and expense accounts; ensuring the proper organization of records; keeping vendor information up to date; and responding to inquiries and requests. The Accounting Clerk assists in the preparation and administration of committee meetings, member meetings, workshops and seminars including processing time off for participants; co-ordination of required facilities; preparation and circulation of agendas and materials; and typing and circulation of minutes. Due to the nature of the accounting process, the ability to work overtime on short notice to meet established deadlines may be required.

### **Qualifications:**

Grade 12 and a one-year accounting course, plus a **minimum of four (4) years' current experience** (equivalent combination of training and experience). Applicants must have a good general knowledge of accounting procedures and be proficient in accounting system software for Windows (ACCPAC preferred), as well as Microsoft 365, particularly Excel and Word.

The Accounting Clerk must be able to work with numbers within a wide range of mathematical operations. Experience with analysis and reconciliation of accounts to determine the causes of variances is essential. A high degree of accuracy and attention to detail in the work performed must be maintained.

The successful applicant must be able to communicate well both orally and in writing while maintaining the security and confidentiality of information as well as the ability to develop and maintain an effective working relationship with union executive, members, staff, and vendors. Knowledge of the NSGEU and its structure is an asset.

**Salary:** Range from \$55,509 - \$67,209

**Closing:** Please submit your cover letter and resume (merged into one document and identifying the competition number) outlining your qualifications, skills, and experience to: NSGEU, Mr. Shawn Fuller, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to [jobs@nsgeu.ca](mailto:jobs@nsgeu.ca) or via facsimile at (902) 428-0190 **no later than 12:00 noon on Tuesday, January 18, 2022.**

*No interviews from outside IAMAW, Local 2797 and NSGEU memberships shall take place until such time as all qualified applicants from the above have been interviewed and no successful candidate found. NSGEU will request time for union leave for the successful applicant where necessary. The NSGEU is committed to diversity in the workplace and we encourage applications from candidates from all equity seeking groups. Candidates who identify as being from any equity seeking community are encouraged to voluntarily self-identify in the application process.*